ISAT
Idaho Standards Achievement Tests

Test Administration Manual

Summer 2008

General Information

Introduction

The Idaho Standards Achievement Tests (ISAT) are developed specifically for the state of Idaho. The ISAT Exit Exam Retest is administered to students in grades 11 and 12 who have not yet passed the ISAT.

Data Recognition Corporation (DRC) along with the computer delivery vendor, Computerized Assessments and Learning (CAL) are the providers of the ISAT Program.

This *Test Administration Manual (TAM)* will cover setup, practice, and administration of the Summer 2008 administration. Please take the time to read this manual to familiarize yourself with the administration of the ISAT. Completing the steps in administering the ISAT is essential to the success of the ISAT program. This manual should be reviewed by all Technical Coordinators, Test Coordinators, Test Administrators, and Proctors who will participate in the Summer 2008 administration.

Testing Dates

Exit Exam Retest administration testing window: July 7, 2008 – August 1, 2008

Students to be Tested

The Summer 2008 ISAT Exit Exam Retest can be administered to students in grades 11 and 12 who need to retake the graduation required tests. Reading, mathematics and language usage tests are available during this testing window.

All students will take the ISAT Exit Exam Retest on the computer only unless a student's Individualized Education Plan (IEP) requires a paper version. Specifically, it is recommended the following students take the Exit Exam Retest:

- o All students enrolled in grade 11 or 12 who have not yet passed the ISAT in reading, language usage, or mathematics. This includes students who were enrolled in 10th grade in the 2007-2008 school year and did not pass one or more content areas during the Spring 2008 administration.

- o Special needs students in grades 11 or 12 who have not yet passed the ISAT in reading, language usage, or mathematics unless their IEP has provided for an alternative graduation plan.

- o Limited English Proficient (LEP) and Migrant education students in grades 11 or 12 who have not yet passed the ISAT in reading, language usage, or mathematics.

Scheduling the ISAT Exit Exam Retest

For scheduling purposes, each content area will take about 60 minutes to complete. Students who finish early may read or sit quietly until the end of the test session.

Each content area consists of one session and requires only one test session ticket. Under no circumstances should a test be started unless there is enough time to complete it. Student may be give additional time if needed, but additional time must be given as an extension of the same testing period, not at a different time (unless required by a student's IEP).

All students must complete a test within one school day. A test may be reactivated during the school day with approval from the School Test Coordinator. If for any reason a test part should be reactivated the next day, the District Test Coordinator must obtain Idaho Office of the State Board of Education (OSBE) approval. Please see pages 22-23 for further details.

Test Security

District Test Coordinators (DTCs), School Test Coordinators (STCs), and Test Administrators share the responsibility for ensuring that all test materials and student responses are handled securely and confidentially in accordance with security procedures. The ISAT is to be administered by professional staff members who have been oriented in the proper test administration procedures for the ISAT used in the school.

- o **Nondisclosure of Test Contents** – The test content is **not** to be viewed by anyone prior to the test administration. Only students being tested are allowed to access the test at the time of testing. **Once a test is started during test administration, only the student taking the test is allowed to view that student's screen. No one is allowed to view items while a student is testing.**

- o **Secure Testing Materials** – Test Administrators are expected to ensure that the *Test Administration Manual* is not left in the open or in unattended areas. The following materials may be provided to students during the test administration:

    - Scrap paper: Blank scrap paper and a writing instrument may be provided to students for any test.
    - Mathematics Reference Sheet: The mathematics test has formulas provided online. The Mathematics Reference Sheet is also provided in the back of this manual. Test Administrators may provide clean, paper copies of this reference sheet to students.
    - Test Session Tickets: A test session ticket is provided to each student for each content area test.

All of these materials are secure testing materials and must be distributed and collected in the testing area (computer lab, classroom). No test materials are to be accessed outside the school building except under approved conditions (contact OSBE).

All secure materials are to be returned to the STC at the completion of testing. **The STC and DTC are responsible for destroying all secure materials.**

o **Test Security Agreement** – All district and school level personnel who are working with any ISAT materials must complete a Test Security Agreement. The Test Security Agreement can be found on page 49 of this manual. This form may be reproduced as necessary for your district. At a minimum, the following individuals must review and sign a Test Security Agreement:

- District Test Coordinators
- School Test Coordinators
- Administrators/Proctors who are in the computer lab/classroom during an ISAT administration

DTCs are responsible for these completed forms. These forms must be completed and stored at the district office for two years. The OSBE will randomly audit these forms each administration.

o **Test Proctors** –The assistance of a Proctor is essential. The ratio of one adult for every 12–15 students is recommended in the testing room. Teachers' aides may be used as proctors.

o **Student Test Security** – Students should be encouraged to only look at their computer. For further security, folders may be set up around each computer screen to eliminate any possibility of students looking at other computer screens.

Roles and Responsibilities

This section outlines the roles and responsibilities for Technology Coordinators, District Test Coordinators, School Test Coordinators, Test Administrators, and Proctors.

Technology Coordinator

The Technology Coordinator is responsible for ensuring the computers used for the administration of the test meet the minimum system requirements and are configured to support computer testing.

Minimum System Requirements

The minimum system requirements for both Windows and Macintosh computers are listed below. If the computers in your school or district do not meet these requirements, you should first attempt to upgrade the systems to meet the requirements. If that is not possible, you should investigate alternative testing locations which have computers that meet these requirements. All students are required to test online unless their IEP requires a paper version.

There are two software components to be deployed at the school level to participate in the ISAT program. As described below, <u>one of the components is required, and the other is optional.</u>

I. REQUIRED: CAL Test Delivery Engine

This is the software component that MUST be installed in every computer to be used by the students to take a test.

Minimum system requirements for installation of the CAL Test Delivery Engine:

- o Operating System: Windows 98/NT/ME/2000/XP/2003/Vista, Mac OS X and above
- o Processor: 200 MHz
- o Memory: 64 MB, 128 recommended
- o Display: Monitors with a resolution of at least 800X600
- o Connectivity: Able to connect to the Internet or to a local school server via http(s) on ports 80 and 443.
- o Linux is NOT supported.

II. OPTIONAL: Local Caching Server (LCS)

This component is OPTIONAL and its goal is to alleviate the Internet bandwidth demands at the school level during testing. Bandwidth requirements (see next page) will help make decisions about installation of the LCS, and whether installation should be at the school level or district level.

Minimum system requirements for installation of the LCS:

- o Operating System: Windows 98/2000/NT/XP/2003/Vista, Mac OS X and above
- o Processor: 1.2 GHz
- o Memory: 512 MB, 1 G recommended
- o Disk Space: Minimum 512 MB of free space.
- o Connectivity: Able to connect to the Internet via http(s) on ports 80 and 443.

III. Bandwidth requirements

The bandwidth demands will vary depending on the sizes of the tests the students are taking (graphically intensive tests will demand more bandwidth). For planning purposes, a good estimate of an average test size is 100KB of data. If the LCS is NOT installed and assuming a T1 Internet connection (1.54Mbps), the school would be able to test approximately 80 students simultaneously. Since all test data is downloaded to each computer during the login process, a school can easily increase its testing capacity by staggering the login process of its students by a few minutes. CAL has experience with schools testing up to 150 simultaneous users with a T1 connection following this strategy.

If you set up a LCS in a server with the minimum requirements indicated above, and assuming the same T1 connection, schools or districts will be able to greatly increase the testing capacity up to 500 simultaneous users. Setting up the LCS in a higher end system such as a 1GB of RAM and 2GHz processor, and assuming larger bandwidth available, you could further increase the testing capacity of the LCS up to 750 simultaneous users.

Additional Systems Requirements

ISAT administrative tools will require that Cookies are enabled.

Download CAL Test Delivery Engine (Version 5.0) and LCS-Optional (Version 4.2)

Version 5.0 of the ISAT software must be loaded onto the testing computers before students can take the ISAT. The ISAT software provides students with Tutorials, Practice Tests, and Operational Tests. The software can be downloaded from http://isat.caltesting.org.

If you would like to use the LCS, you must also download the new version 4.2 from http://isat.caltesting.org. If you have used the LCS in past administrations, you must first uninstall the old version and then install the new version 4.2.

In addition, Flash v7r63 is required as a minimum to run the ISAT tutorials. You can upgrade to this Flash version by going to this link:
http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash

Additional Requirements for Audio Accommodations

The audio accommodation for CAL is designed to work only with the Cepstral David voice. To set up a computer to be used for testing with audio accommodation, the following needs to be done:

- Verify there is a working sound card present on the computer.
- Install the Cepstral David voice only on the computers to be used with audio accommodation.
- Enable the Speech Feature as a part of the CAL Preferences.

Note: To use this feature, an audio accommodation must be available for the test the student is enrolled to take and the student must be marked for an audio accommodation in Student Editor via the Management Tools. Audio is only available for Mathematics for the Summer 2008 administration.

Below are the installation instructions for Windows and Mac OS X:

Windows Installation: Audio Accommodation
1. Identify each computer that will be used by students with an audio accommodation.
2. On the ISAT website, click on "New Downloads!," "CAL Version 5.0," "CAL Windows," "Audio Accommodation" under Installation Instructions, then "Cepstral David" to download the installer.
3. Run the installer only on the computers identified and follow the instructions to complete the installation.
4. Enable the Speech Feature by following these steps:
   a. Open the "Preferences" program from: Start/Programs/ISAT/Preferences
   b. Select the "Speech Feature" tab
   c. Check the "Enable Speech Feature" check box
   d. Click "Apply"
Note: If you are using a Windows 98 or 2000 system, you also need to download and install the Microsoft SAPI 5.1 Redistributable found on the Audio Accommodation download page, in case you don't have it already installed.

Mac OS X Installation: Audio Accommodation
1. Identify each computer that will be used by students with an audio accommodation.
2. On the ISAT website, click on "New Downloads!," "CAL Version 5.0," "CAL Mac OS X," "Audio Accommodation" under Installation Instructions, then "Cepstral David" to download the installer.
3. Run the installer only on the computers identified and follow the instructions to complete the installation.
4. Enable the Speech Feature by following these steps:
   a. Open the "Preferences" program using Finder from: /Applications/ISAT/Preferences

b. Select the "Speech Feature" tab
c. Check the "Enable Speech Feature" check box
d. Click "Apply"

Once you have configured your computers for audio accommodations, please follow these additional checks:

1) Check that the Cepstral David voice and the CAL testing engine (5.0) are both downloaded <u>locally</u> to the computer(s) that will be used for audio. You should not set up a computer for an audio accommodation with the use of a terminal server or shared drive.

2) Check that the computer has the correct privileges for using the Cepstral David voice by doing the following:

a. Log into the computer using a student account (as a student would).
b. Double-click the ISAT icon on the desktop and log into a Mathematics Practice Test.
c. While in the Practice Test, click the "Speak" button to listen to the audio. If you do not see the "Speak" button, the Speech Feature may not be enabled.
d. If you notice the voice saying, "This voice is not licensed. Please visit **www.cepstral.com** to purchase a license", it is likely the account you have used to log into that computer is a "Limited User Account" and does not have enough privileges to use the voice. In this case, you have one of two options:

i. Configure the CAL.exe file, present inside the C:\Program File\ISAT folder, so that it can be run with the privileges of a Power User or Administrator from any account.

ii. Create a new account for the computer which has more privileges than a "Limited User Account" and try using the audio with the CAL testing engine from this account.

ISAT Tutorials

Two separate ISAT tutorials are provided. Both of the tutorials may be downloaded for local use at http://isat.caltesting.org. The Coordinator/Administrator Tutorial presents an overview of components in the ISAT Student Tutorials, Practice Tests, and Management Tools. It would be useful to make this tutorial available to faculty and staff for an orientation to the ISAT Program.

The Student Tutorials are designed to instruct on the essential features of the testing software. The Student Tutorials provide visual and verbal presentations describing the properties and features of the ISAT Program to the viewer (student or educators).

Student Tutorials can be downloaded from http://isat.caltesting.org or can be accessed directly from the ISAT main testing window. These tutorials are intended for review by administrators, teachers, students, and parents. The Student Tutorials **must** be reviewed at least once by Test Administrators who supervise any of the ISAT administrations and by students for their particular content area. There are no restrictions on downloading these tools and they may be used outside of school for review by parents and the local community.

Each subject area tutorial provides for an audio "read aloud" feature should this be desired and if the local environment permits. It is recommended that Test Administrators provide headphones for those students who might be going through the Tutorial in close quarters. The student is able to "read along" as the computer reads the panel script aloud. Please note that the voice used on the Student Tutorial is **NOT** the voice that is used for audio accommodations. Students with audio accommodations should practice listening to the Cepstral David voice by using the Practice Tests.

ISAT Practice Tests

The ISAT Practice Tests are designed to provide the introductory experience in preparation for taking the ISAT. The purpose of an ISAT Practice Test is for the student to observe and try out features of the ISAT application prior to the "real" administration so as to experience taking a computerized test. The Practice Tests do not provide proper or complete coverage of the tested content. The goal of a Practice Test is to introduce students to the properties and features of computerized testing using the testing software. Items have been chosen to demonstrate ISAT features and uses, and have been modified to be easier, as the goal is instruction on the use of the computer and not a test of skill acquisition. The ISAT Practice Tests are not scored and no score reports will be generated. Test Coordinators, Administrators, and students are strongly advised to experience the ISAT Practice Tests before the students begin the test administration.

If a student is using audio for Mathematics, the Practice Test would be the best place for the student to listen to the voice and become familiar with it prior to testing.

District and School Test Coordinators

The DTC and STC are responsible for providing testing access to all of the schools and/or administrators. Depending on the size of the district, these responsibilities can be performed by one DTC or by several STCs.

The DTC and STC must decide who will be responsible for the following ISAT tasks:
   o   managing all usernames and passwords within the testing system;

- o uploading Student Enrollment Files (SEFs)
- o verifying student data within the testing system; and
- o printing Test Session Tickets for students.

Coordinator and Administrator Users within the Management Tools

The ISAT Management Tools allow for school and Test Administrator (teacher) level accounts. The school level usernames and passwords provide access to all student demographic data within the school. This level can verify student data, create Test Session Tickets for students, and monitor all testing. The teacher (Test Administrator) usernames and passwords are teacher-specific. The teachers that are identified in the Student Enrollment File will only have access to students they are tied to. Teacher-level passwords do not provide access to student demographic data.

As a reminder:
- o District users have access to all student demographics within that district. District users may edit student demographics, monitor all student testing, print all Test Session Tickets, reactivate student test sessions, and view preliminary scores within the district.

- o School users have access to all student demographics within that school. School users may edit student demographics, monitor all student testing, print all Test Session Tickets, reactivate student test sessions, and view preliminary scores within the school.

- o Teacher users have access to print Test Session Tickets, add or remove students to/from their classes, monitor student testing, and view preliminary scores for only those students identified with that teacher. Teacher users do not have access to student demographic information.

The DTC and/or STC can decide not to provide teachers with usernames and passwords. This is a security decision and is up to the districts and schools to decide their own process.

To view Coordinator and Administrator usernames and passwords:
- o Log in to the Management Tools on the ISAT website
- o Click on "Administrative Tools"
- o Click on "School Passwords or "Teacher Passwords"
- o Click "Proceed"
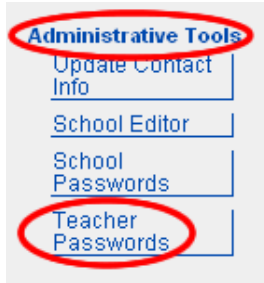
From here, you may view the username and password list for the school or for teachers within that school. Because these usernames and passwords provide access to student level information, it is crucial that you only give this information to authorized personnel at the appropriate grade levels.

To manually add a new teacher to the system, see instructions on pages 16-17.

Teacher Name	Username	Password	Status
Ara Lotzer	999-2046	uwy3n3k	Active
Judd Sather	999-2099	fzz3gmf	Active

Uploading/Editing Student Data

DTCs are responsible for ensuring the student data is accurate in the ISAT system. If updates to existing students are needed or new students need to be added to the system, you may use either method described below.

1. DTCs may upload a new Student Enrollment File (SEF) into the ISAT system. The SEF layout is posted on the OSBE and ISAT websites. The file must be saved in either Microsoft Excel (95 through 2003) format with an .xls extension or CSV (comma separated value) format with a .csv extension.

    To begin:
    - Log in to the Management Tools on the ISAT website
    - Click on "Data Tools"
    - Click on "Data Upload"
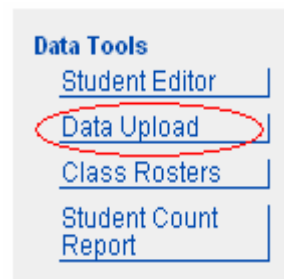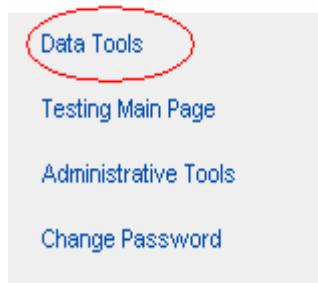
        o   Click "Browse" to browse to the location of the file you want to upload
        o   Click "Upload"

The file will display in the "Pending Files" section of the Data Upload screen. Files are processed twice daily. If your file was processed without errors, it will display in the "Processed Files" section of the Data Upload screen. If your file had errors, it will display in the "Files with Errors" section of the Data Upload screen. You will need to click the "Errors" link to view the errors in your file. Errors must be corrected by submitting a new file with a different file name than your original file.

Uploading new Student Enrollment Files will update current student data that is already in the ISAT system and will add new student files. Uploading a new SEF will not remove a student from the system.

NOTE: The email address for the Test Coordinator (listed under "Administrative Tools" and "Update Contact Info") is the person who will receive email notification regarding SEF processing.

2.   DTCs and STCs may edit student data through the "Student Editor":
        o   Log in to the Management Tools on the ISAT website
        o   Click on "Data Tools"
        o   Click on "Student Editor"

Select the content area, grade level, number of students per page and any other desired field. The "Data Filter" field is very useful to look at specific groups of students. Then click "Continue."

Choose Exited Students Only or All Students in order to see students who have been marked Exited.

The only codes that are updated at a subject level are Alternate Assessment, Homeschool, Exited, Accommodations (Paper, Large Print, Braille), and Audio. All other codes and student information are updated at a student level.

NOTE: If you are searching for a student you believe is already in the system, but is not displayed in your search results, it may be because the student is marked Exited. To view Exited students in the Student Editor, you must change the "Exit Status" on the search screen to "Exited Students Only" or "All Students" in order to view students who have been marked Exited.

TIP: To learn more about sorting and filtering your results, click on the link "Learn about sorting and filtering your results." To see a list of all students in your search in PDF or Excel format, click the "Download Student Data (PDF)" link or the "Download Student Data (tab-delimited)" link.

For each record you wish to modify, **you must check the appropriate "Edit" checkbox**. Once you have made all necessary changes on this page, **you must click the "Save Changes" button**. If you view a different set of records, a different group of variables, or another page without first clicking Save Changes, your changes will be lost.

To change the variables you would like to view, simply click on any of the headings in the blue box.

Identification | Location | Demographics | Dates | SP1 | SP2 | Testing | Accommodations
Now viewing records 1 - 10 of 748.
<< First | < Prev | Next > | Last >>

All student demographic information in the ISAT system must be accurate and final by August 1, 2008. No edits will be allowed after this date. DTCs and STCs may make any student edits necessary during the testing window.

NOTE: Once students have started a content area, the grade and audio status may not be edited. The student's test is identified by the 'grade' and 'audio' fields and may not be changed once he/she has begun testing. If you discover the student was coded with the incorrect grade after he/she has begun testing, you will need to contact the ISAT Project Team.

Audio Accommodations

Students requiring an online audio accommodation in Mathematics must be coded accordingly in the Student Editor. The audio check box must be checked in the "Accommodations" tab of the Student Editor in order for the student to receive an online audio administration of the Mathematics ISAT. When the audio box is checked, the student's ticket will indicate "Audio". See example on page 21.

There are other technical requirements that must be met in order for a student to receive an online audio accommodation. You must work with your Technology Coordinator to ensure your student computers are set up properly for testing those students with an online audio accommodation. See pages 9-10 for the audio accommodation technical requirements.

NOTE: Read aloud accommodations are not allowed for reading. Read aloud accommodations are allowed for language usage, but must be administered using a human reader.

Adding a Teacher

A teacher can be manually added to the system through the Management Tools on the ISAT website. Note that teachers can only be added when logged in with district level access.

> To begin:
> - Log in to the Management Tools on the ISAT website
> - Click on "AdministrativeTools"

- o Click on "Teacher Passwords"
- o Click the "create a new teacher" link in the green box
- o Enter the Teacher Name
- o Enter the Teacher ID
- o Click "Save"

Class Rosters

Class rosters may be managed through the Management Tools on the ISAT website. Students can be added or removed from a class and new classes can be added. A student can only be tied to one teacher/class per content area. Adding a student to a new roster will remove him/her from the current roster he/she is tied to for that class. Removing all students from a class will result in the class being deleted.

To add a new class:
- o Log in to the Management Tools on the ISAT website
- o Click on "Data Tools"
- o Click on "Class Rosters
- o Click on "New Class" in the green box at the top of the page
- o Select a content area
- o Enter the Teacher ID and Class Name
- o Click "Continue"

Note: A teacher must be added to the system before adding/creating a new class.

To remove a student from a class:
- o Log in to the Management Tools on the ISAT website
- o Click on "Data Tools"
- o Click on "Class Rosters"
- o Enter desired search criteria and click "Continue"
- o Select the name of the class you'd like to work with
- o Click the check box to the left of the student's name
- o Click "Save"

To add a student to a class:
- o Log in to the Management Tools on the ISAT website
- o Click on "Data Tools"
- o Click on "Class Rosters"
- o Enter desired search criteria and click "Continue"
- o Select the name of the class you'd like to work with
- o Click "Add Student to Roster" in the green box at the top of the page
- o Choose the grade of the student you want to add
- o Click the check box to the left of the student's name
- o Click "Add to Roster"

ISAT Tutorials

Two separate ISAT tutorials are provided. Both of the tutorials may be downloaded for local use at http://isat.caltesting.org. The Coordinator/Administrator Tutorial presents an overview of components in the ISAT Student Tutorials, Practice Tests, and Management Tools. It would be useful to make this tutorial available to faculty and staff for an orientation to the ISAT Program. All Test Administrators must view this Tutorial prior to administering any student tests.

The Student Tutorials are designed to instruct on the essential features of the testing software. The Student Tutorials provide visual and verbal presentations describing the properties and features of the ISAT Program to the viewer (student or educators). It will take approximately 15 minutes for a student to go through a tutorial.

Student Tutorials can be downloaded from http://isat.caltesting.org or can be accessed directly from the ISAT main testing window. These tutorials are intended for review by administrators, teachers, students, and parents. The Student Tutorials **must** be reviewed at least once by Test Administrators who supervise any of the ISAT administrations and by students for their particular content area. There are no restrictions on downloading these tools and they may be used outside of school for review by parents and the local community.

Each subject area tutorial provides for an audio "read aloud" feature should this be desired and if the local environment permits. It is recommended that Test Administrators provide headphones for those students who might be going through the Tutorial in close quarters. The student is able to "read along" as the computer reads the panel script aloud. Please note that the voice used on the Student Tutorial is **NOT** the voice that is used for audio accommodations. Students with audio accommodations should practice listening to the Cepstral David voice by using the Practice Tests.

The appropriate Student Tutorial should be viewed by a student first, and then a Practice Test should be taken. Experience has shown that many schools schedule a tutorial session for students and then immediately have the student do at least one Practice Test. This should be completed BEFORE the scheduled test administration day(s). Experience and awareness of the ISAT computerized assessment format are essential to a fair and valid student assessment.

ISAT Practice Tests

The ISAT Practice Tests are designed to provide the introductory experience in preparation for taking the ISAT. The purpose of an ISAT Practice Test is for the student to observe and try out features of the ISAT application prior to the "real" administration so as to experience taking a computerized test. The Practice Tests do not provide proper or complete coverage of the tested content. The goal of a Practice Test is to introduce students to the properties and features of computerized testing using the

testing software. Items have been chosen to demonstrate ISAT features and uses, and have been modified to be easier, as the goal is instruction on the use of the computer and not a test of skill acquisition. The ISAT Practice Tests are not scored and no score reports will be generated. Test Coordinators, Administrators, and students are strongly advised to experience the ISAT Practice Tests before the students begin the test administration.

If a student is using audio for Mathematics, the Practice Test would be the best place for the student to listen to the voice and become familiar with it prior to testing.

Graphing Calculator: Teachers and Test Administrations may want to review the following procedures with students using the graphing calculators. This should be communicated to students during the practice tests and prior to the test administration.

Various calculators handle raising a negative number to a power in different ways. In order to properly use the online graphing calculator available on the ISAT, the following procedures should be used. If you mean to raise a negative number to a power, place the negative inside the parentheses. For example, negative 3 to the second power would be (–3)^2. The result will be positive 9. If you mean to take the negative of a number raised to a power, place the negative outside the parentheses. For example, the negative of 3 to the second power would be –(3^2). The result will be negative 9.

Printing and Distributing Test Session Tickets to Test Administrators

Before the school's scheduled administration window begins, Test Administrators must receive the Test Session Tickets that contain student usernames, passwords, and session IDs. Please note: Students do **not** need Test Session Tickets for the Student Tutorials or the Practice Tests.

NOTE: Test Session Tickets will be available for printing beginning **June 27, 2008**. Once printed, all Test Session Tickets become secure materials and must be stored in a secure, locked location. Students will need a Test Session Ticket for each content area test.

To begin printing Test Session Tickets:
  o   Log in to the Management Tools on the ISAT Website
  o   Click on "Testing Main Page"
  o   Click on "Summer 2008 Exit Exam Retest"
  o   Click on "Print Tickets"

1. Print Tickets - Start here by downloading your students' test session tickets.

2. Monitor Status - **View** the testing status of your students. **Reactivate** from here as needed.

Choose a school:

School Listing
Now viewing 1-3 of 3.

Idaho Elementary (999101)   Idaho High (999401)
Idaho Middle (999201)

Choose a content area and grade:

Subject/Grade Configurations

Now viewing 1-3 of 3.

Reading   Language Usage
Grade HS   Grade HS
Mathematics
Grade HS

You may generate tickets for all students in the selected grade level or you may download tickets for specific students.

Download All Tickets (PDF)
Download All Tickets (XLS)

Download Tickets For Algebra (Mrs. Scott) (PDF)
Download Tickets For Algebra (Mrs. Scott) (XLS)

Download Tickets For Algebra 2 (Mr. Ragsdale) (PDF)
Download Tickets For Algebra 2 (Mr. Ragsdale) (XLS)

Download Tickets For Mathematics (Judd Sather) (PDF)
Download Tickets For Mathematics (Judd Sather) (XLS)

Download Tickets For Mathematics (Helene Gniadek) (PDF)
Download Tickets For Mathematics (Helene Gniadek) (XLS)

Download Tickets For Specific Students

Find students by any part of their name: [   ] School-provided Group Name: [▾] [Find]

Student Listing

[Next 12 >>]

Now viewing 1-12 of 51.

☐ Barnett, Tyler   ☐ Bradley, Christa   ☐ Canada, Shabreckae
☐ Basic, Christopher   ☐ Brewer, Jaquoria   ☐ Champion, KeAndre
☐ Bauman, Noah   ☐ Bruner, Wuakiya   ☐ Clark, Shakira
☐ Bowden, Angela   ☐ Canada, Garland   ☐ Davis, Alexis

[Check All] [Uncheck All] (Generate Tickets)

> Search for specific students in this box if desired.

Click "Generate Tickets" after selecting the students for the ISAT. Once you select "Generate Tickets" a PDF file will open. The file contains directions, a testing roster, and student testing tickets. Click the "print" icon to print or the "disk" icon to save the file. After printing the tickets, distribute them to the correct Test Administrators.

[💾 Save a Copy] (🖨) 📧 🔍 Search

You may also use the tab-delimited file that is provided on this same administration screen to download your Test Session Tickets. This file can be opened in MS Excel and sorted and printed as needed.

Example of tickets from PDF file:

Spring Operational Test Session Ticket
Grade 6 Mathematics Part 1

Teacher: Helene Gniadek
Class: Mathematics
Student Name: Lynch, Marshawn
Local Student ID: 98760019
Username: mlynch
Password: ions5930
Session ID: 127325

> Example of a Test Session Ticket printed via the PDF file provided. A student's Test Session Ticket can only be used once (unless reactivated).

Spring Operational Test Session Ticket
Grade 6 Mathematics Audio

Teacher: Helene Gniadek
Class: Mathematics
Student Name: Benson, Cedric
Local Student ID: 98760018
Username: cbenson
Password: avoid3036
Session ID: 127325

> Example of a Test Session Ticket with **Audio** indicator printed via the PDF file provided.

Each student should be given his/her Test Session Ticket upon entering the testing area (computer lab or classroom). The Test Session Ticket should not be distributed to students prior to test day. The information on the student's Test Session Ticket is critical. It is this information, drawn exclusively from the student database, which results in the proper test (content area) and test level (grade) being delivered to the student when logging into the ISAT testing system.

It is the District and School Test Coordinators' responsibility to decide how to distribute the Test Session Tickets for their schools. Please work with your Test Administrators and Proctors to coordinate the process that works best for everyone.

Monitor Status and Reactivation of a Test Session Ticket

Under no circumstances should a test part be started unless there is enough time to complete it. Students may be given additional time if needed, but additional time must be given as an extension of the same testing period, not at a different time (unless required by a student's IEP).

All students must complete a test within one school day. A test may be reactivated during the school day with approval from the School Test Coordinator (no OSBE approval needed). If a student leaves the computer lab/classroom during a test, that student must be monitored by an adult until the student returns to the lab to continue testing.

If for any reason a test should be reactivated the next day, the DTC must obtain OSBE approval. The School or District Test Coordinator must contact the Accountability Office of OSBE prior to the reactivation. Approval may be obtained ahead of time.

Phone: 208-332-1567
Email: accountability@osbe.idaho.gov

To monitor the status of a test or reactivate a test part:
- o Log in to the Management Tools on the ISAT website
- o Click on "Testing Main Page"
- o Click on "Summer 2008 Exit Exam Retest"
- o Click on "Monitor Status"

1. **Print Tickets**   Start here by downloading your students' test session tickets.

2. **Monitor Status**   **View** the testing status of your students. **Reactivate** from here as needed.

Student Listing

Now viewing 1-4 of 4.

In order to reactivate a student test session, click on the box next to the monitor screen and click "Reactivate Selected Student(s)". After reactivation, the original test session ticket will be valid again.

Once a student has completed all questions on a test, the system will not allow that test to be reactivated. Please make sure the student has had time to review all questions during the time scheduled.

Student Status Spreadsheet

You may also view the status of student testing through the Student Status Spreadsheet. A link to the Student Status Spreadsheet is found in the green box at the top of the Monitor Status screen and is an Excel document that shows test start date and time, duration, and the status of each student's test. Statuses include not started, reactivated, testing, and completed.

Audit Spreadsheet

An excellent tool to help you monitor the status of the ISAT testing is the Audit Spreadsheet. You can access this report on a daily basis:
- o Log in to the Management Tools on the ISAT website
- o Click on "Testing Main Page"
- o Click on "Summer 2008 Exit Exam Retest"
- o Click on "Audit Spreadsheet"
- o Click "Save" and then "Open"
- o The spreadsheet opens in Excel

District	School	Grade	Subject	Local ID	Last Name	First Name	Middle Name	Exited	Form	Test Parts Taken	Comments
999	999401	11	Reading	123	Student	John	Q			1	district comments
999	999401	11	Math	350	Montre	Lisa	M				

In Excel, you can sort the report and provide it on a daily basis to all of your Test Administrators. If you have provided Test Administrators with a username and password, they may access this report for their students.

The Audit Report (updated nightly) lists each student once for each subject and indicates the student's ISAT status for that subject. Use this report to verify that all students in your district, school, or class have been tested.

Invalid Tests

The ISAT administration must adhere to the *Idaho State Testing Program's Test Coordinator's Guide* found at http://www.boardofed.idaho.gov/saa/documents/TestCoordGuide_11-07.pdf. If the Test Administrator or Proctor believes the integrity of the ISAT has been compromised, the student's test part should be closed and the student removed from the testing location. **The school principal will determine if the student test will be invalidated or if the test will be reactivated and the student allowed to continue that test.**

Possible reasons to consider invalidating a test:
- The student receiving help from another student;
- Students switching computers during the test;
- The student randomly marking answers without reading the presented material;
- The student refusing to take or continue the test;
- Test Administrators, Proctors, or other adults in the room explaining test items to students;
- Test Administrators, Proctors, or other adults in the room reading words or passages to students;
- Test Administrators, Proctors, or other adults in the room pointing to or suggesting the correct response;
- The student using a calculator on a non-calculator portion of the math test.

If the school principal decides to invalidate the test, it is the STC's responsibility to invalidate the test in the ISAT system.

To invalidate a test:
- Log in to the Management Tools on the ISAT website
- Click on the "Data Tools"
- Click on "Student Editor"
- Choose the content area and any other information needed to identify the student
- Click on "Testing" in the blue box
- Choose "03-Invalid" from the drop-down menu in the "Not Tested/Invalid" field
- Check the "Edit" box to the left of the "Local ID" field

o   Click "Save Changes"

Not Tested Codes

Not tested codes will not be used for the Summer 2008 Exit Exam Retest. No coding is necessary if students did not test during the testing window.

Exited Students

The exited code should only be used for students who have exited the district. Because participation rates are not calculated on 11th and 12th grade students, students who have already passed the ISAT Exit Exam do not need to be coded as exited. Tickets will be generated for students who have previously passed, but can be disregarded.

Score Reporting

For this administration, students will receive immediate scores once they complete a content area. Immediately following the review page, students will see their scale score and proficiency level. This page can not be printed. **These scores are to be considered preliminary.**

Teachers and Test Coordinators have access to immediate rosters which will be available in PDF or can be downloaded as an MS Excel file. These rosters can be printed.

To access these report rosters:
- o Log in to the Management Tools on the ISAT website
- o Click on "Testing Main Page"
- o Click "Summer 2008 Exit Exam Retest"
- o Click on "View Results"
- o Click on the school name
- o Click on the content area
- o Click on the class name or "All results"

Below is a sample of an Exit Exam Retest immediate score roster in PDF format. This roster displays the total scale score and proficiency level.

Final score reports will be available beginning August 29, 2008. Additional information will be sent to the DTC before this release date.

A preliminary student report template will be provided for this administration. The template can be used in conjunction with the immediate rosters in Excel format and will provide preliminary individual reports that can be sent home to parents. The template and instructions for using it are posted to the ISAT and OSBE websites.

Sample template:

Updating District and School Contact Information

Districts and schools should maintain superintendent, principal, and test coordinator contact information through the Administrative Tools of the ISAT website. In addition, all changes to district and school contact information should be sent via email to the ISAT Project Team at ISAT@datarecognitioncorp.com.

To update contact information on the ISAT website:
   o   Log in to the Management Tools on the ISAT website
   o   Click on "Administrative Tools"
   o   Click on "Update Contact Info"
   o   Enter contact information in the highlighted fields and click "Save"

Test Administrator

Test Administrators are responsible for the following:
- o distributing Test Session Tickets to students
- o administering the ISAT Practice Tests
- o administering the Summer 2008 ISAT Exit Exam Retest
- o returning all test materials to the STC when testing is complete.

Schedule Testing

For scheduling purposes, each content area will take about 60 minutes to complete. Students who finish early may read or sit quietly until the end of the test session.

Each content area consists of one part and requires one test session ticket. Under no circumstances should a test be started unless there is enough time to complete it. Students may be given additional time if needed, but additional time must be given as an extension of the same testing period, not at a different time (unless required by a student's IEP).

All students must complete a test within one school day. A test may be reactivated during the school day with approval from the School Test Coordinator. If for any reason a test should be reactivated the next day, the District Test Coordinator must obtain OSBE approval. Please see pages 22-23 for further details.

Prepare for Testing

Test Administrators are required to follow the district's ISAT security procedures. Before testing begins, make sure to have all of the materials needed for testing. You should also read through this *Test Administration Manual (TAM)* prior to testing day.

All Test Administrators will need:
- o a copy of the *Test Administration Manual*;
- o one computer for the Test Administrator (to monitor testing);
- o one computer for each student;
- o Test Session Tickets for each student (your STC will provide these prior to testing); and
- o A "Testing: Do Not Disturb" sign for the door (not provided).

Make sure that all test materials, including Test Session Tickets, are stored in a secure locked location prior to test administration.

Prepare Testing Location

Provide a testing location that has comfortable seating, sufficient workspace, and good lighting. Arrangements for rooms and seating should be announced in advance in order

to eliminate confusion when testing begins. The room where students take the test should be as free from outside disturbance as possible. Students should be seated so they have enough room and will not be able to copy other students' answers. **Visual aids and clues should be removed or covered and remain hidden throughout the administration of all tests.**

Post a "Testing: Do Not Disturb" sign on the door to prevent interruptions. For large groups it is advisable to have one adult assistant for every 12–15 students tested, in addition to the Test Administrator.

Administer ISAT Tutorials

Two separate ISAT tutorials are provided. Both of the tutorials may be downloaded for local use at http://isat.caltesting.org. The Coordinator/Administrator Tutorial presents an overview of components in the ISAT Student Tutorials, Practice Tests, and Management Tools. It would be useful to review this tutorial prior to scheduling any practice or operational administrations. The Coordinator/Administrator Tutorial is not suitable as a substitute for this manual. All Test Administrators must view this tutorial prior to administering any student tests.

The Student Tutorials are designed to instruct on the essential features of the testing software. The Student Tutorials provide visual and verbal presentations describing the properties and features of the ISAT Program to the viewer (student or educators). Using pictures, motion, sound if desired, and communicating functions via displays and words on panels appearing on the computer screen, the viewer is introduced to the features of the computer testing software. It will take approximately 15 minutes for a student to go through a tutorial.

Student Tutorials can be downloaded from http://isat.caltesting.org or can be accessed directly from the ISAT main testing window. These tutorials are intended for review by administrators, teachers, students, and parents. The Student Tutorials **must** be reviewed at least once by Test Administrators who supervise any of the ISAT administrations and by students for their particular content area. There are no restrictions on downloading these tools and they may be used outside of school for review by parents and the local community.

Each subject area tutorial provides for an audio "read aloud" feature should this be desired and if the local environment permits. It is recommended that Test Administrators provide headphones for those students who might be going through the Tutorial in close quarters. The student is able to "read along" as the computer reads the panel script aloud. Please note that the voice used on the Student Tutorial is **NOT** the voice that is used for audio accommodations. Students with audio accommodations should practice listening to the Cepstral David voice by using the Practice Tests.

Once in the Student Tutorial, the student who has been through a tutorial can move forward as directed or jump around if desired. A "Topics" timeline is provided at the

bottom of the page that allows the student to select specific topics for review, e.g., repeat the information and instructions about the use of the "highlighter", how to review the questions at the end of the test, how to mark questions for review, etc.

The appropriate Student Tutorial should be viewed by a student first, and then a Practice Test should be taken. Experience has shown that many schools schedule a tutorial session for students and then immediately have the student do at least one Practice Test. This should be completed BEFORE the scheduled test administration day(s). Experience and awareness of the ISAT computerized assessment format are essential to a fair and valid student assessment.

TIP: If your school has capacity issues with the computer labs, Test Administrators/Teachers may walk the students through the tutorials in the regular classroom using an LCD projector and one internet connection.

Administer ISAT Practice Tests

The ISAT Practice Tests are designed to provide the introductory experience in preparation for taking the ISAT. The purpose of an ISAT Practice Test is for the student to observe and try out features of the ISAT application prior to the "real" administration so as to experience taking a computerized test. The Practice Tests do not provide proper or complete coverage of the tested content. The goal of a Practice Test is to introduce students to the properties and features of computerized testing using the testing software. Items have been chosen to demonstrate ISAT features and uses, and have been modified to be easier, as the goal is instruction on the use of the computer and not a test of skill acquisition. The ISAT Practice Tests are not scored and no score reports will be generated. Test Coordinators, Administrators, and students are strongly advised to experience the ISAT Practice Tests before the students begin the test administration.

If a student is using audio for Mathematics, the Practice Test would be the best place for the student to listen to the voice and become familiar with it prior to testing.

To begin, students will need to click on the ISAT icon on the desktop. Once the program opens, select "Practice Using the ISAT Software." Students will be asked to select a subject and a grade level before they begin. There will be one practice test for each grade level and content area. **Test Session Tickets are NOT needed to take the Practice Tests.**
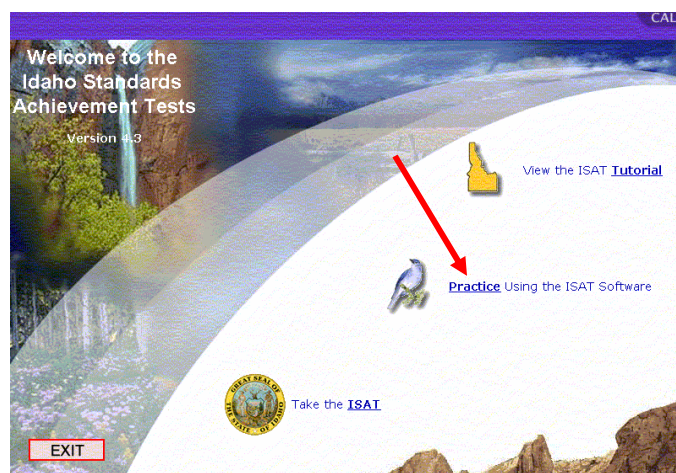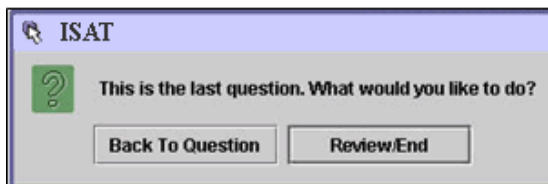
Click on "Practice Using the ISAT Software"

Remember: The Practice Tests are provided so that students can practice the "format" of the tests. The results of the Practice Test are not provided to students or administrators. Test Administrators may help students with questions or show how to use the tools on the Practice Tests.
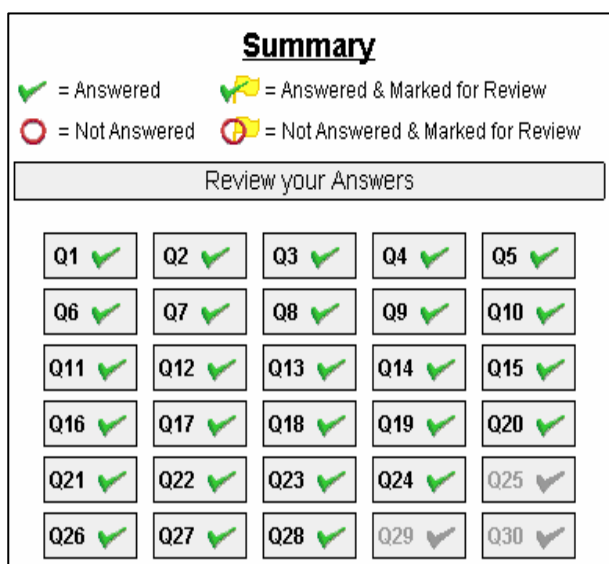
Students will be asked to log in. The username and session ID are already entered. The password is provided and will need to be typed in by the student.

NOTE: When students are taking the reading test, they will no longer see a screen that allows them to choose how they would like the passage and questions presented to them. The default will display the passage on the left side of the screen and one question on the right side of the screen. Students can change this during the test to view all questions or no questions with the passage.

When students finish, they can review questions before ending the test by clicking on Review/End.

A summary will appear so that students can easily see if they have answered all of the questions or want to review any of their answers.

The Summary Page indicates which questions have been answered and does not reflect actual test scores. The green check marks indicate which questions the student has answered. It does NOT indicate that the student answered the question correctly. The gray check marks indicate questions the student may not review (math only).

The ISAT system will allow the student to finish the test without answering all of the questions. Test Administrators and teachers should encourage students to answer all questions. The students are not penalized for guessing on an item.

Graphing Calculator: Teachers and Test Administrators may want to review the following procedures with students using the graphing calculators. This should be communicated to students during the practice tests as well as prior to the operational administration.

Various calculators handle raising a negative number to a power in different ways. In order to properly use the online graphing calculator available on the ISAT, the following procedures should be used. If you mean to raise a negative number to a power, place the negative inside the parentheses. For example, negative 3 to the second power would be $(-3)^2$. The result will be positive 9. If you mean to take the negative of a number raised to a power, place the negative outside the parentheses. For example, the negative of 3 to the second power would be $-(3^2)$. The result will be negative 9.

Administer Tests

In order to ensure accurate results, it is essential that all Test Administrators follow the same procedures when administering the test. Those directions can be found in the next chapter "Administer the Summer 2008 ISAT Exit Exam Retest."

Mathematics Reference Sheet. There are mathematics formulas that students can use in the testing system. The reference sheet is also included in the back of this manual. You may copy and distribute this reference sheet to the students prior to the testing sessions and well as during the testing sessions. This is not mandatory; students may use the online version only, if that is preferred by your district. The mathematics reference sheet included in this manual has the same information as the online version, but it is formatted differently. If your district uses the reference sheet in this manual, it is important to communicate the difference to the students.

Test Session Tickets. Students will need a Test Session Ticket to access each content area test. Test Administrators may distribute these tickets in the way that works best for the students and Proctors.

The Test Session Tickets are activated once a student logs in with his/her username, password, and session ID. Once the student completes a test (clicks "End Assessment") the Test Session Ticket becomes inactive. Students who are "bounced"

or "kicked out" of the system without officially ending the test do NOT need to be reactivated if they have been taking the same test for less than 90 minutes. This means a student CAN use her/his test session ticket AGAIN within 90 minutes of starting the test without needing to be reactivated.

NOTE: The ISAT administration is an untimed test. Therefore students may have as much time as needed as long as they are actively completing the test. It is the Test Administrators' and Proctors' responsibility to monitor students and encourage them to continue to answer questions.

If a student needs to be reactivated for a test, please see pages 22-23 for further instructions.

Monitoring the Test Administration. Test Administrators may monitor student testing during the administration:
   o   Log in to the Management Tools on the ISAT website
   o   Click on "Testing Main Page"
   o   Click on "Summer 2008 Exit Exam Retest"
   o   Click on "Monitor Status"

All of the students for the grade level and subject being tested will appear with the status of their testing. Pick the subject and test you want to monitor. All of the students will appear with the status of their testing.

Student Status Spreadsheet. You may also view the status of student testing through the Student Status Spreadsheet. A link to the Student Status Spreadsheet is found in the green box at the top of the Monitor Status screen and is an Excel document that shows test start date and time, duration, and the status of each student's test. Statuses include not started, reactivated, testing, and completed.

Pause Function. During a test administration if a student needs to leave the computer lab/classroom for a short break (restroom break, called down to office) there is a pause button on each page of the test in the top right corner. Once a student clicks "Pause"

the item is removed from the screen (for test security reasons) and the student has 15 minutes.

```
You have paused the test.
Click Resume to continue the test.


    [ Resume ]
```
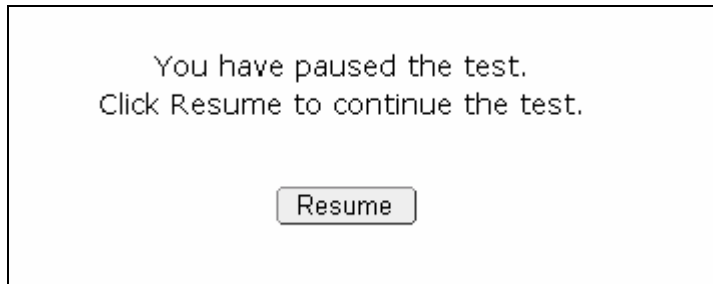
After 15 minutes, the ISAT system will warn the student to continue testing or the ISAT system will automatically log out. There is a timer that counts down the remaining time before the system logs out.

```
Warning

            Please resume the test.
Otherwise you will be logged out in 1 min(s) and 37 sec(s)
            [ Close ]
```
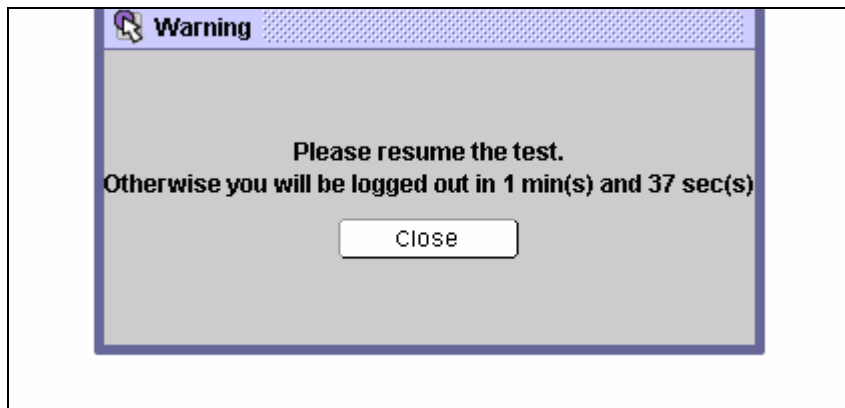
At any point the student can click "Resume" and be placed back into the test where he was prior to the pause. If the student is logged out of the test and if it is within the initial 90 minutes of the login, the student can log in again with the same Test Session Ticket (no reactivation necessary).

Inactivity. If a student is inactive for 15 minutes during a test administration, the ISAT system will warn the student of the inactivity. The timer will count down the remaining time before the system logs out. Inactivity is defined as **no** mouse movement for 15 minutes.
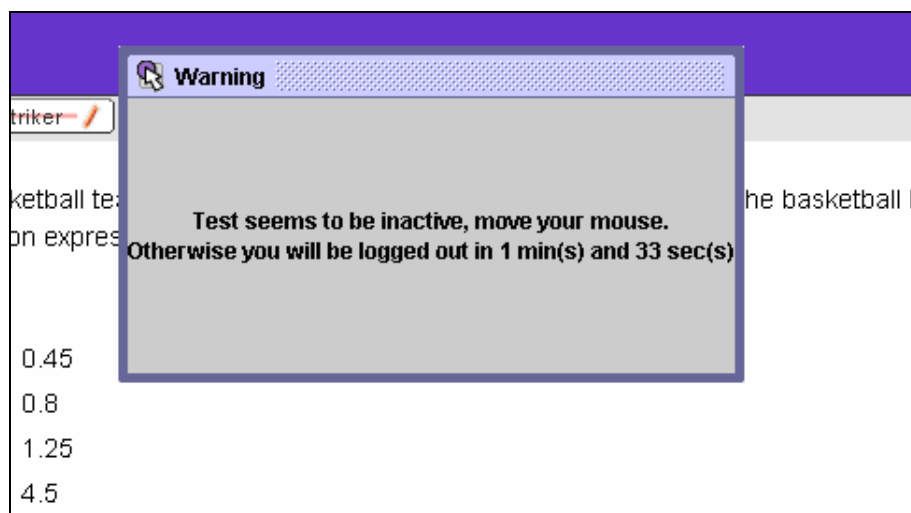
At any point, the student can move the mouse and be placed back into the test where he/she was prior to the inactivity. If the student is logged out of the test, and if it is within the initial 90 minutes of the login, the student can log in again with the same Test Session Ticket (no reactivation necessary).

Audit Spreadsheet. Another excellent tool to help you monitor the status of your ISAT testing is the Audit Spreadsheet. You can access this report on a daily basis. The Audit Spreadsheet (updated nightly) lists each student once for each subject and indicates the student's ISAT status for that subject. Use this report to verify that all students in your classes have been tested. See pages 23-24 of this manual for more information on this spreadsheet.

Audio Accommodations

An online audio accommodation of the ISAT is available for mathematics. To use this feature, an audio accommodation must be available for the test the student is enrolled to take and the student must be marked for an audio accommodation in the Student Editor via the Management Tools. When the audio box is checked, the student's ticket will indicate "Audio". See example of an audio ticket on page 21. Instructions for administering mathematics test with an audio accommodation begin on page 46.

The online audio accommodation will be available to the student through the use of a "Speak" button. The "Speak" button will be present at the bottom of the screen. Be sure that students who have an audio accommodation become familiar with the speak functionality before the online test by using the Practice Tests.

Practice Tests. Generic logins are used for the Practice Tests and the system is unable to identify whether an audio accommodation is required. If the Speech Feature is enabled, but all of the other technical audio requirements are not met, the system will not recognize that the "Speak" functionality should be present and the Practice Test will function without the "Speak" button present. If the audio technical requirements are met, but the correct voice is not installed, the student will see the following error message:

The Speech Feature is enabled on this computer, but the correct voice is not installed. The correct voice must be installed before you can proceed with the practice/training test with an audio accommodation. Please contact your Test Administrator.

Test Administrator: If this computer will not be used for testing students with audio accommodations, then the Speech Feature should not be enabled.

Operational Tests. If a student is marked for an audio accommodation through the Student Editor, but the computer does not meet the audio requirements, he/she will get the following error message and will not be able to proceed with the test.

Either the Speech Feature is not enabled on this computer or the computer does not meet the system requirements for audio. The requirements for audio must be met and the correct voice must be installed before you can proceed with the test on this computer. Please contact your Test Administrator.

If the audio requirements are met, but the correct voice is not installed, the student will receive the following error message and will not able to proceed with the test.

The Speech Feature is enabled on this computer, but the correct voice is not installed. The correct voice must be installed before you can proceed with the test. Please contact your Test Administrator.

If a student who is not marked for an audio accommodation through the Student Editor logs in to the test, the student will not be given any error message, and will be able to continue to test. No "Speak" buttons will display in the test.

You must work with your Technology Coordinator to ensure your student computers are set up properly for testing those students with an online audio accommodation. See pages 9-10 for the audio accommodation technical requirements.

Invalid Tests

The ISAT administration must adhere to the *Idaho State Testing Program's Test Coordinator's Guide* found at http://www.boardofed.idaho.gov/saa/documents/TestCoordGuide_11-07.pdf. If the Test Administrator or Proctor believes the integrity of the ISAT has been compromised, the student's test part should be closed and the student removed from the testing location. **The school principal will determine if the student's test will be invalidated or if the test will be reactivated and the student allowed to continue that test.**

Possible reasons to consider invalidating a test:
- o The student receiving help from another student;
- o Students switching computers during the test;

- o The student randomly marking answers without reading the presented material;
- o The student refusing to take or continue the test;
- o Test Administrators, Proctors, or other adults in the room explaining test items to students;
- o Test Administrators, Proctors, or other adults in the room reading words or passages to students;
- o Test Administrators, Proctors, or other adults in the room pointing to or suggesting the correct response;
- o The student using a calculator on a non-calculator portion of the math test.

To close the student's test part:
- o Go to the computer the student was using for testing
- o Click on the "Review/End" button at the bottom of the page
- o Click the "End Assessment" button on the Summary page
- o Click "Yes, I want to end the session now."
- o Click "End"
- o This will close the student's test completely.

After the test session ends, notify your STC of the incident. The STC will invalidate the student's test.

Return Test Materials

Once testing is completed please return all secure materials to your STC. Test Administrators are expected to ensure that the *Test Administration Manual* is not left in the open or in unattended areas. The following materials may be provided to students during the test administration:

- • Scrap paper: Blank scrap paper and a writing instrument may be provided to students for any test.
- • Mathematics Reference Sheet: The mathematics test has formulas provided online. The Mathematics Reference Sheet is also provided in the back of this manual. Test Administrators may provide clean, paper copies of this reference sheet to students.
- • Test Session Tickets: A test session ticket is provided to each student for each part of a content area test.

   All of these materials are secure testing materials and must be distributed and collected in the testing area (computer lab, classroom). No test materials are to be accessed outside the school building except under approved conditions (contact OSBE).

Administer the Summer 2008 ISAT Exit Exam Retest

Administration of the ISAT is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student's performance. Experience shows that student performance is highly dependent upon the student's motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the examiner **must** become thoroughly familiar with the procedures described in this manual before administering the test.

When students arrive at the test site (computer lab, classroom, etc.) each student is to be given the Test Session Ticket for the content area being tested.

The students' Test Session Tickets provide all of the login information needed to begin testing. Please verify each student receives his/her correct Test Session Ticket (student name is on each ticket).

Students may use scratch paper while taking the ISAT – have some available for students to use. The ISAT mathematics test provides an on-screen calculator for use with some items.

As a reminder: **Once a test is started during test administration, only the student taking the test is allowed to view that student's screen. No one is allowed to view or copy items while a student is testing.**

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedures when administering the tests. Follow the script provided below for administering the ISAT.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word **"Say."**

The material that is italicized is information for you and should not be read to the students.

Read the directions to the students exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "No, that is wrong. Listen again." Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Say: Today you will take the Summer 2008 Idaho Standards Achievement Tests Exit Exam Retest. Give this test your best effort. You will have enough time to read and answer all the questions. Some questions will be easy; others will be more difficult. Be sure to read the directions to each item first, then the problem, and finally read ALL of the answer choices. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. Remember there is no penalty for guessing. You may come back to some questions if you need more time.

To move on to the next question, click the "Next" button in the lower right corner of the screen (*for Reading, the "Next" button is found above the questions*)**.**

The test will take about one hour to complete; however, it is not timed and you will be given time to finish.

When you come to the end of the test, you will see the Summary page. From this page you can go back to check your answers and change your answers if necessary. Make sure you have answered all questions before ending the test. Once you have completed the test, click "End Assessment". The pop-up box will ask you to confirm you are finished. If you are finished, click the box next to the sentence "Yes, I want to end the test now." If you want more time to review your test click "Return to Summary Page". Once you click "End" you may NOT go back into the test. Make sure you check all of your answers before closing your test.

If you have any concerns once the test has started, raise your hand and the Test Administrator *(Proctor/Teacher)* will come to you. The Test Administrator *(Proctor/Teacher)* is not allowed to provide you with any additional information during the test. We cannot help you with any words.

When you come to the end of your test, please sit quietly until the Test Administrator *(Proctor/Teacher)* provides additional instructions.

Are there any questions?

Answer student questions as needed.

We will begin by accessing the test site. Double-click the ISAT icon on your desktop. You should see the main page for the ISAT Program on your screen. Is there anyone who does not see the login page?

Assist students as needed.

Say: Click on "Take the ISAT"
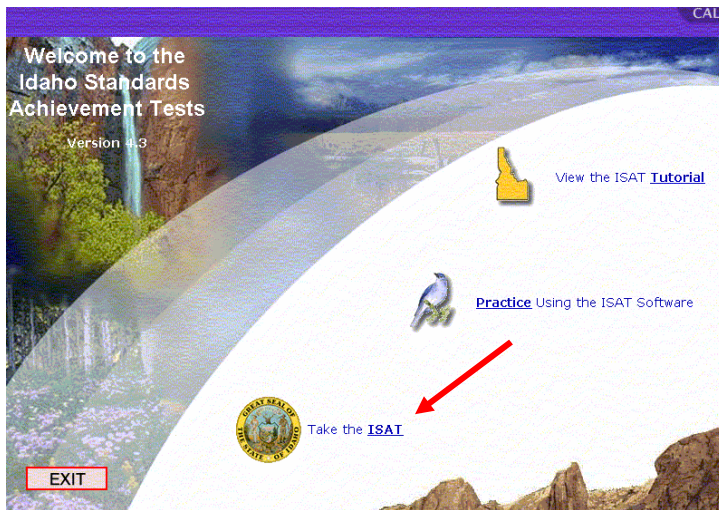
The students will need to select "Take the ISAT"

Assist students as needed. The next step will be to have the students enter their Usernames, Passwords, and Session IDs. The students should already have their Test Session Ticket with them.

If you are administering the Mathematics test with an audio accommodation, please read the following to students.

Say: Make sure your Test Session Ticket has the word "Audio" listed after the grade and subject.

If you are NOT administering the Mathematics test with an audio accommodation, please read the following to students.

Say: The next screen you will see is the Login Screen. Enter your Username, Password and Session ID exactly as you see it on your Test Session Ticket.

Administrators may help students type in this information. This information is unique to each student and each session.

Say: Click on "Continue" to move to the next screen.

Please locate the specific content area being administered and follow the directions.

Administering the Reading Exit Exam Retest

The Reading Exit Exam Retest has only one part.

Say: **Everyone should now see the Directions Page. Does everyone see the Directions Page?**

Assist students as needed.

Say: **We will take a moment to read the directions together. Please follow along as I read aloud.**
"Read these directions <u>carefully</u> before you begin the test.
• Only one question at a time appears on the computer screen. This can be changed during testing to include all or no items with the passage.
• The tools at the top of the screen may help you answer the question.
• The Help button provides information about each tool.
• Use the Chooser tool to select or change your answer.
• Click the Mark for Review button if you are unsure of an answer. It will mark the question for you to review later.
• There are two ways to move to another question:
1) Click the Next or Back buttons;
2) Click any of the question numbers at the top of the screen.
• Click the Review/End button when you have completed the test. Follow the instructions you find there.
• This test is not timed."

 Are there any questions?

Answer student questions as needed.

Say: **You are now ready to begin the test. Please click the "Take Test" button.**

While students are working, walk around the room to see that they are following directions and they are not looking at any other student's test. Do not give help on specific test questions.

As students complete the test, please follow your school's plan for dismissing students.

Administering the Language Usage Exit Exam Retest

The Language Usage Exit Exam Retest has only one part.

Say: **Everyone should now see the Directions Page. Does everyone see the Directions Page?**

Assist students as needed.

Say: **We will take a moment to read the directions together. Please follow along as I read aloud.**
    "Read these directions <u>carefully</u> before you begin the test.
    • Only one question at a time appears on the computer screen.
    • The tools at the top of the screen may help you answer the question.
    • The Help button provides information about each tool.
    • Use the Chooser tool to select or change your answer.
    • Click the Mark for Review button if you are unsure of an answer. It will mark the question for you to review later.
    • There are two ways to move to another question:
     1) Click the Next or Back buttons;
     2) Click any of the question numbers at the top of the screen.
    • Click the Review/End button when you have completed the test. Follow the instructions you find there.
    • This test is not timed."

    Are there any questions?

Answer student questions as needed.

Say: **You are now ready to begin the test. Please click the "Take Test" button.**

While students are working, walk around the room to see that they are following directions and they are not looking at any other student's test. Do not give help on specific test questions.

As students complete the test, please follow your school's plan for dismissing students.

Administering the Mathematics Exit Exam Retest

The Mathematics Exit Exam Retest has only one part.

Graphing Calculator: Students should be familiar with the procedures for using a graphing calculator prior to the test administration.

Various calculators handle raising a negative number to a power in different ways. In order to properly use the online graphing calculator available on the ISAT, the following procedures should be used. If you mean to raise a negative number to a power, place the negative inside the parentheses. For example, negative 3 to the second power would be $(-3)^2$. The result will be positive 9. If you mean to take the negative of a number raised to a power, place the negative outside the parentheses. For example, the negative of 3 to the second power would be $-(3^2)$. The result will be negative 9."

Say: Everyone should now see the Directions Page. Does everyone see the Directions Page?

Assist students as needed.

If you distributed the Mathematics Reference Sheet, please read the following to students.

Say: You should all have a paper copy of the Mathematics Reference Sheet and you will all have access to the online formulas tool. Please note that the paper copy of the Mathematics Reference Sheet is formatted differently than the online formula tool. The information is the same. You can use either one to help you answer the questions.

If you did NOT distribute the Mathematics Reference Sheet, please read the following to students.

Say: We will take a moment to read the directions together. Please follow along as I read aloud.
"Read these directions <u>carefully</u> before you begin the test.
- **Only one question at a time appears on the computer screen.**
- **The tools at the top of the screen may help you answer the question.**
- **The Help button provides information about each tool.**
- **Use the Chooser tool to select or change your answer.**
- **Click the Mark for Review button if you are unsure of an answer. It will mark the question for you to review later.**
- **Use Click to enlarge (when provided) to see a full-size picture.**
- **There are two ways to move to another question:**
  1) **Click the Next or Back buttons;**
  2) **Click any of the question numbers at the top of the screen.**

- **Once you complete the non-calculator questions you will not be able to return to those questions. You will be reminded of this after the last non-calculator question is presented. Make sure you have reviewed these questions before moving on to the calculator questions.**
- **Click the Review/End button when you have completed the test. Follow the instructions there.**
- **This test is not timed."**

Are there any questions?

Answer student questions as needed.

Say: You are now ready to begin the test. Please click the "Take Test" button.

While students are working, walk around the room to see that they are following directions and they are not looking at any other student's test. Do not give help on specific test questions.

As students complete the test, please follow your school's plan for dismissing students.

Administering the Mathematics Exit Exam Retest with an Audio Accommodation

The Mathematics Exit Exam Retest with an audio accommodation has only one part.

Say: Everyone should now see the Directions Page. Does everyone see the Directions Page?

Assist students as needed.

Graphing Calculator: Students should be familiar with the procedures for using a graphing calculator prior to the test administration.

Various calculators handle raising a negative number to a power in different ways. In order to properly use the online graphing calculator available on the ISAT, the following procedures should be used. If you mean to raise a negative number to a power, place the negative inside the parentheses. For example, negative 3 to the second power would be (–3)^2. The result will be positive 9. If you mean to take the negative of a number raised to a power, place the negative outside the parentheses. For example, the negative of 3 to the second power would be –(3^2). The result will be negative 9."

If you distributed the Mathematics Reference Sheet, please read the following to students.

Say: You should all have a paper copy of the Mathematics Reference Sheet and you will all have access to the online formulas tool. Please note that the paper copy of the Mathematics Reference Sheet is formatted differently than the online formula tool. The information is the same. You can use either one to help you answer the questions.

Say: Make sure the "Speak" button is visible at the top of the page. If it is not, raise your hand.

If a student does not have a "Speak" button and is supposed to take the test using an audio accommodation, verify that the student is using an audio ticket. If the student is not using an audio ticket, the student may not be coded correctly in the Student Editor and you should contact your Test Coordinator. If the student is using an audio ticket and the "Speak" button is not visible, contact your Test Coordinator.

Say: We will take a moment to read the directions together. Please follow along as I read aloud.
   "Read these directions <u>carefully</u> before you begin the test.
   • **Only one question at a time appears on the computer screen.**
   • **The tools at the top of the screen may help you answer the question.**
   • **The Help button provides information about each tool.**

- **Use the Chooser tool to select or change your answer.**
- **Click the Mark for Review button if you are unsure of an answer. It will mark the question for you to review later.**
- **To hear a test question read to you, click the Speak button at the bottom of the screen.**
- **Use Click to enlarge (when provided) to see a full-size picture.**
- **There are two ways to move to another question:**
  1) Click the Next or Back buttons;
  2) Click any of the question numbers at the top of the screen.
- **Once you complete the non-calculator questions you will not be able to return to those questions. You will be reminded of this after the last non-calculator question is presented. Make sure you have reviewed these questions before moving on to the calculator questions.**
- **Click the Review/End button when you have completed the test. Follow the instructions you find there.**
- **This test is not timed.”**

Are there any questions?

Answer student questions as needed.

Say: You are now ready to begin the test. Please click the “Take Test” button.

While students are working, walk around the room to see that they are following directions and they are not looking at any other student's test. Do not give help on specific test questions.

As students complete the test, please follow your school's plan for dismissing students.

Additional Questions

If you have any additional questions not covered in this *Test Administration Manual*, please review the additional support documentation available on the Documentation page of the ISAT Program at http://isat.caltesting.org. If you would like to contact ISAT support, please call 1-866-572-2050 or email ISAT@datarecognitioncorp.com.

ISAT
Idaho Standards Achievement Tests

Summer 2008 Test Security Agreement

> ### *TESTING PERSONNEL*
> ### *TEST SECURITY AGREEMENT*

I acknowledge that I will have access to the Idaho Standards Achievement Tests (ISAT) for the purpose of administering the test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1   I will protect the contents of the test from any improper access.

2   I will handle test items or test booklets in accordance with security instructions. Copying or taking notes about any part of the test is not allowed.

3   I will carefully restrict access to the test materials to only persons authorized by the District Test Coordinator.

4   I will assure students' responses are accurate reflections of their own work.

5   I will assure that students' answers to test items are their own and that no one offers any improper assistance to students.

6   I acknowledge that discussing with teachers or students or answering any test questions contained in the assessment before, during, or after the administration of the test is a violation of test security.

7   I understand my username and password for the ISAT are secure and must remain confidential.

Interpreters and all individuals involved in transcriptions of student responses must also read and sign the test security agreement.

Please be sure to print, sign, and return the *Test Security Agreement* (from the computer OR manual) to the District Test Coordinator before administering any ISAT.

Signed:_____

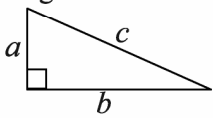Print Name: _____

Position: _____

School:_____

District:_____

Date: _____

This page may be photocopied.

Mathematics Reference Sheet

Shape	Area	Circumference
Circle	$A = \pi r^2$	$C = \pi d = 2\pi r$
Triangle	$A = \frac{1}{2}bh$	**Perimeter**
Rectangle	$A = lw$	$P = 2l + 2w$
Trapezoid	$A = \frac{1}{2}h(b_1 + b_2)$	
Parallelogram	$A = bh$	

Key	
b = base	w = width
B = area of base	d = diameter
h = height	r = radius
l = length	ℓ = slant height
Use 3.14 for π	

3-dimensional Shape	Volume	Total Surface Area
Rectangular Prism	$V = lwh$	$SA = 2(lw) + 2(hw) + 2(lh)$
Square Pyramid	$V = \frac{1}{3}l^2 h$	$SA = 4(\frac{1}{2}l\ell) + l^2 = 2l\ell + l^2$
Sphere	$V = \frac{4}{3}\pi r^3$	$SA = 4\pi r^2$
Right Cylinder	$V = \pi r^2 h$	$SA = 2\pi rh + 2\pi r^2$
Triangular Prism	$V = Bh$	
Right Circular Cone	$V = \frac{1}{3}\pi r^2 h$	
Rectangular Pyramid	$V = \frac{1}{3}lwh$	

Formulas

Distance, rate, and time
d = distance, r = rate, t = time

$$d = rt$$

Simple interest
p = principal, r = rate, t = time

$$I = prt$$

Slope-intercept form of an equation of a line, where m is the slope of the line and b is the y-intercept

$$y = mx + b$$

Pythagorean Theorem

$$a^2 + b^2 = c^2$$

Conversions

1 yard (yd) = 3 feet (ft) = 36 inches (in.)

1 mile (mi) = 1,760 yards (yd) = 5,280 feet (ft)

1 cup = 8 fluid ounces (fl oz)

1 pint (pt) = 2 cups

1 quart (qt) = 2 pints (pt)

1 gallon (gal.) = 4 quarts (qt)

1 pound (lb) = 16 ounces (oz)

1 ton = 2,000 pounds (lb)

1 meter (m) = 100 centimeters (cm)

1 meter (m) = 1,000 millimeters (mm)

1 kilometer (km) = 1,000 meters (m)

1 liter (l) = 1,000 milliliters (ml)

1 liter (l) = 1,000 cubic centimeters (cu. cm)

1 gram (g) = 1,000 milligrams (mg)

1 kilogram (kg) = 1,000 grams (g)

ISAT Test Administration Manual

End of Manual

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